

Port of Waterman
P.O. Box 381
Manchester, WA
98353



portofwaterman.com
help@portofwaterman.com
message phone: 360-504-6869



May 20, 2025 Meeting Minutes

Attendance: Commissioners Jeff Reynolds, Jeff Acoba & Casey Guthrie;
Secretary/Auditor Sheri McNeal; and Joe Sorenson, via Zoom.

Commissioner Jeff Reynolds called the meeting to order at 6:02 pm.

M/S/C/U (Guthrie/Acoba) The May 2025 meeting agenda was approved as amended, adding 2 New Business items: Fixed Asset Capitalization Policy & New Life Ring.

M/S/C/U (Acoba/Guthrie) The April 2025 meeting minutes were approved, as written.

AUDITOR'S REPORT: Sheri McNeal

04/30/25 Account Balances:

| | | | |
|--------------|--------------|--------------------|--------------|
| Cash on Hand | \$ 27,861.62 | Investment Account | \$427,095.00 |
|--------------|--------------|--------------------|--------------|

May 2025 Expenses:

| | | |
|----------------------------|------------------|--------------------|
| Voucher (Warrants): | Checks 7247-7253 | \$ 3,930.49 |
| Payroll Warrants: | Checks 7254-7257 | \$ <u>940.00</u> |
| Total May Expenses: | | \$ 4,870.49 |

Vouchers were audited and certified by the Auditing Officer, as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Commissioners.

M/S/C/U (Guthrie/Acoba) Motion carried to approve the Auditor's Report (copy attached) and payment of warrants numbering 7247-7257 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$ 4,870.49, as submitted

Note: The Secretary/Auditor requested a \$13,000 transfer from the Cash Account to the Investment Account on 5/14/25, to invest part of the Port's tax income.

Financial Statement Review: Commissioner Reynolds reviewed the April 2025 Statement, which shows a healthy year-to-date net revenue.

OLD BUSINESS

Website Update: Joe Sorenson, the Port's new website manager, said that as soon as he gets the IP address for the pier camera he can add the feed to the website. He has asked Andrew about this, but has not yet heard back. He also said that he would like to create a more tab-based setup for the website, so he can separate administrative and Commissioner information from the main page and to facilitate easier website navigation. The Commissioners agreed, so he will begin working towards that goal.

Maintenance Update: Stateline, the Port's new maintenance contractor, has completed their pre-fishing season pier maintenance (invoice copy attached), including tightening of deck screws, cleaning & resealing railing caps, and pressure washing. It was agreed that the major pilings project needs to be scheduled. This includes grinding, galvanizing and applying anodes. Commissioner Acoba will check on Stateline's availability, either before fishing season or in September, and will also check on pricing. It was also suggested that we may need to have non-slip coating reapplied to the pier soon.

NEW BUSINESS

Fixed Asset Capitalization Policy: The Secretary/Auditor presented the new Capitalization Policy, copy attached, including a Capital Asset Inventory and Small & Attractive Asset listing.

M/S/C/U (Acoba/Guthrie) Motion carried to approve the proposed Fixed Asset Capitalization Policy, to be maintained by the Secretary/Auditor.

New Life Ring for Pier: The actual ring, from the Life Ring unit at the pier, is missing and the housing has been damaged. Commissioner Guthrie proposed just replacing the ring and rope, and use the cabinet as is. It was also suggested that we have "Property of the Port of Waterman" painted on the ring. Casey will take care of this as he can get the ring for a good price through his place of work.

Commissioner District Reports:

- 1) Jeff Reynolds: Jeff noticed that there are only 2 garbage cans at the pier, even though we are paying for 4. He will follow up with Waste Management about getting those replaced.

- 2) Jeff Acoba: The Angus family, who live across the street from the pier, told Jeff that they saw a park ranger drop off a handcuffed man at the pier. Commissioner Guthrie followed up on this, and it has been taken care of. He also reported back to the pier neighbors.
- 3) Casey Guthrie: Casey says that the Port's MRSC Roster membership is locked due to non-renewal. Commissioner Reynolds will follow up on this. Casey also said that Officer Murry, of Fish & Wildlife, had checked back on the progress of getting our pier camera up on the website.

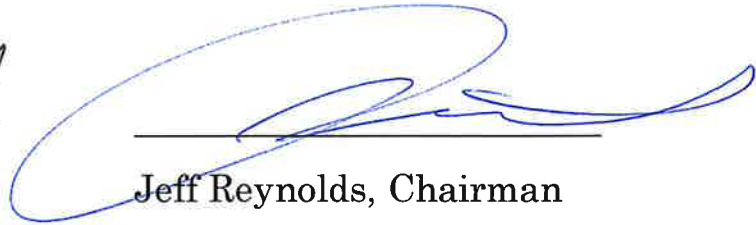
The next Port of Waterman meeting will be held on June 17, 2025 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 7:02 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sheri McNeal", written over a horizontal line.

Sheri McNeal, Secretary

A handwritten signature in blue ink, appearing to read "Jeff Reynolds", written over a horizontal line.

Jeff Reynolds, Chairman